

UNITED STATES DISTRICT COURT
Southern District of Indiana - Indianapolis Division

PART-TIME FINANCIAL SPECIALIST

Salary: CL 26 - \$20.59-\$25.74 per hour – 24 hours per week
depending on qualifications and experience

CLOSING DATE: Monday, November 9, 2015

The United States District Court is accepting applications for a Part-Time Financial Specialist job share, who will be responsible for a wide variety of support services for the financial operations of the Clerk's Office, under the direction of the Director of Financial Services. Applicants should have excellent administrative and organizational skills with the ability to effectively communicate both verbally and in writing. As this is a job share position, successful candidates must be highly motivated and able to work as part of a team. A professional appearance and demeanor is required.

QUALIFICATIONS: A minimum of one year of specialized experience in progressively responsible administrative and/or accounting roles is required. **Prefer** 1-2 years of specialized accounting experience in a **financial** environment with two years or more of college, including accounting courses. Applicants must be detail-oriented, possess excellent problem-solving skills and have the ability to work with multiple software applications in a fast paced environment. Dependability with a commitment to regular attendance and punctuality is a highly regarded characteristic. The incumbent must exercise sound judgment, maintain confidences, work harmoniously with others, and foster high ethical standards.

APPLICATION INSTRUCTIONS: Complete instructions and a description of benefits, as well as a detailed job description, may be found on the Court's website www.insd.uscourts.gov under Employment Opportunities. In order to be considered for this position, candidates must submit the entire application package in the manner prescribed by the instructions.

The Court is an Equal Opportunity Employer. This job is classified as a high-sensitive position due to fiduciary responsibilities. The selected candidate must successfully complete a ten year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States District Court is a smoke-free environment. Please note that federal judicial employees are governed by certain ethical guidelines that prohibit engaging in any political activities, whether partisan or nonpartisan.